

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a technical, highly responsible clerical and stenographic classification involving the taking of dictation, accurate typing of correspondence, reports, and records, and all other duties of a secretary including receptionist responsibilities. Incumbent acts as clerical and appointment administrative assistant to the police chief and for other ranking police officers.

EXAMPLES OF WORK

(Note: The examples below indicate only the general type of work performed in this class and are **NOT** intended to restrict duties to those listed.)

Takes and transcribes dictation and types from rough draft and other sources, letters, memoranda, forms, and other material;

Acts as clerical assistant to the chief of police, composes important correspondence, relieves the chief of minor clerical and administrative details, and relays orders and instructions to other clerical personnel at the chief's direction;

Answers telephone in chief's office, dispenses information to callers in accordance with policy, and appropriately refers callers on to the chief or to other officers of divisions;

Acts as office receptionist for chief and other ranking officers, routing visitors to the proper officer as indicated;

Prepares chief's reports to the administrative authority concerning department activity and conditions in the city of interest to the department;

Prepares any correspondence, report, record, purchase order, or any routine detail of office operations as required;

Takes statements from witnesses and confessions from prisoners;

Performs various related duties as assigned, required, or indicated.

QUALIFICATION REQUIREMENTS

Must be not less than eighteen (18) years of age.

Must be a high school graduate or possess an equivalent certificate as certified by an accredited state institution of education and must have sufficient training to indicate the ability to satisfactorily perform the required work.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must successfully pass a civil service examination testing aptitude for beginning work in this class.

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